## BIDDER’S CHECK LIST ACTED SRI LANKA

Date: 18/04/2023

Tender N°: T/ 08DMD/25F/AEE/COL/MEAL/03.04.2023

**Before sending your BIDDING DOCUMENTS, please check that each of the following ITEMs are complete and respectS the INSTRUCTIONS TO BIDDERS CONDITIONS:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Description** | **To be filled in by Bidder** | | For ACTED use only (to be filled in by Purchase Committee) | | |
| **Included** | | Present | | Comments |
| **Yes** | **No** | Yes | No |
| **1** | **Instructions to Bidders (PRO-05)** signed & stamped by the Bidder |  |  |  |  |  |
| **2** | Original **Offer Form (PRO-06)** dated, filled, signed & stamped by the Bidder *(detailed as per the requested currency)* |  |  |  |  |  |
| **3** | **Supplier Questionnaire (PRO-06.1)** dated, filled, signed & stamped by the Bidder |  |  |  |  |  |
| **4** | **ACTED Ethical Declaration (PRO-06.2)** dated, filled, signed & stamped by the Bidder |  |  |  |  |  |
| **5** | **Bidder’s official registration documents** |  |  |  |  |  |
| **6** | **Bidder’s legal representative national ID or passport** |  |  |  |  |  |
| **7** | **ACTED General Conditions of Purchase** signed & stamped by the Bidder |  |  |  |  |  |
| **8** | ANNEXES – **Proofs of past performances** in a similar field of activity (e.g. past deliveries of similar items) are provided |  |  |  |  |  |
| **9** | ANNEXES – Technical offer including:   * CV(s) of the personnel deployed (including field team); * Organigram of the team structure; * Sample from previous work (max. 10-20 pages) from at least 2 separate projects; description of similar past experience, including description of the evaluation criteria, project, area of intervention, and total budget; * Technical proposal including a detailed methodology and work plan; |  |  |  |  |  |
| **10** | Present **Bidder’s Checklist (PRO-06.3)** dated, filled, signed & stamped by the Bidder |  |  |  |  |  |

First & Last Name of Bidder’s authorized representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position of Bidder’s authorized representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_